

Facilitator Guidelines

The role of the facilitator is to plan, guide, and manage the flow of the event in a way that will achieve its goals or objectives. Goals for a Town Hall Meeting may be to:

- ▶ Educate the local community on underage drinking;
- ▶ Inform the local community about proven solutions, with a focus on environmental prevention; and
- ▶ Engage the community in taking action to prevent and reduce underage drinking.

Facilitator Responsibilities

In carrying out this role, the facilitator will:

- ▶ Follow the proposed event outline/agenda;
- ▶ Keep speakers and events on schedule;
- ▶ Allow time for valuable participant discussion, questions, and answers;
- ▶ Guide the discussion according to the topic, while remaining neutral;
- ▶ Maintain an accurate account of important findings, items tabled for later discussions, and action items; and
- ▶ Close the meeting with an indication of next steps.

Facilitation Tips

The following tips will make facilitation easier and more successful:

- ▶ Be prepared. Understand the goals and objectives of the event, and think ahead about the directions in which the discussion might go. Consider the audience: What is being asked of them in meeting the event goal and objectives?
- ▶ Encourage attendees to participate in the discussions, but at their own comfort level.
- ▶ Direct conversations, but ensure that differing opinions are considered.
- ▶ Have a way to keep track of time.
- ▶ Have materials handy for recording key points to use in concluding the meeting.
- ▶ Distribute community-based organization materials.